

Conversion Document(s) Filed

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s)' case number and name(s) are correct.
- ☐ Select **Conversion Document(s) Filed** from the event list.
 - ☐ Click **Next**.
- STEP 5.** Select the party filer.
- ☐ Click **Next**.
- STEP 6.** **Are you filing a declaration of no change** question displays.
- ☐ If filing a declaration of no change, change to **Yes** and skip to **STEP 9**. If filing schedules/statement of financial affairs, accept the default of **No**.
 - ☐ Click **Next**.
- STEP 7.** The add new creditor(s) screen displays.
- ☐ Check the box **Add new creditor(s)** if adding creditors. If not adding creditors, click **Next** twice and continue with **STEP 9**.
 - ☐ Click **Next**.
- STEP 8.** The add creditor(s) screen displays.
- ☐ Type the name and address of each new creditor in the **Name and Address** box. Return after each line. If adding more than one creditor, separate creditors with a blank line.
 - ☐ Accept the default **Creditor type** of **Creditor**.

- ☐ Accept the default of **No** for the **Creditor committee**.
- ☐ Click **Next** twice.

STEP 9. The PDF attachment screen displays.

- ☐ Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.

STEP 10. A case verification screen displays.

- ☐ Confirm the case number and name are correct.
- ☐ Click **Next**.

STEP 11. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.